

# AMENDMENT/CANCELLATION REQUEST

## NEW JERSEY DEPARTMENT OF PERSONNEL / DIVISION OF SELECTION SERVICES

EXAMINATION TITLE:	SYMBOL:	CLOSING DATE:
STATE UNIT SCOPE OR LOCAL JURISDICTION AND DEPARTMENT:		
REQUESTED BY:		
----- (Print Name)	----- (Signature)	----- (Date)

### AMENDMENT

<input type="checkbox"/> <b>A</b> - Announcement was not received	<input type="checkbox"/> <b>F</b> - Incorrect Requirements <i>(attach current specification)</i>
<input type="checkbox"/> <b>B</b> - Announcement was not posted properly	<input type="checkbox"/> <b>G</b> - Permanent status requirement reduced to WTP
<input type="checkbox"/> <b>C</b> - All eligibles not properly notified	<input type="checkbox"/> <b>H</b> - Incorrect Title <i>(explanation required)</i>
<input type="checkbox"/> <b>D</b> - Incorrect Unit Scope/Department <i>(Specify correct Unit Scope or Jurisdiction Code:)</i>	<input type="checkbox"/> <b>J</b> - Other <i>(explanation required)</i>
----- ----- -----	----- ----- -----
<input type="checkbox"/> <b>E</b> - Incorrect Title Scope of eligibility <i>(specify)</i>	
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**Was The Promotional Announcement Posted?**  
Yes ☐ No ☐

### CANCELLATION *(Documentation required)*

<input type="checkbox"/> <b>A</b> - No Applications	<input type="checkbox"/> <b>F</b> - Announced in Error	<input type="checkbox"/> <b>J</b> - Other: _____
<input type="checkbox"/> <b>B</b> - No Admits	<input type="checkbox"/> <b>G</b> - PA No Longer Serving	-----
<input type="checkbox"/> <b>C</b> - No Show	<input type="checkbox"/> <b>H</b> - No Vacancies	-----
<input type="checkbox"/> <b>D</b> - Title Abolished	<input type="checkbox"/> <b>I</b> - Dept. Reorganization	
<input type="checkbox"/> <b>E</b> - Error in Announcement	<input type="checkbox"/> <b>R</b> - PA Displaced in RIF	
<input type="checkbox"/> <b>K</b> - Position Vacated		
<i>- Appointing Authority must certify that no appointments will be made to this title for: 3 years if open competitive, 1 year if a trainee title, 18 months if a promotional, and acknowledges that if an announcement is requested or a provisional is appointed within the time frame specified, the cancellation may be rescinded, thereby allowing the original examination to proceed.</i>		

**Was The Promotional Announcement Posted?**  
Yes ☐ No ☐

### FOR DEPARTMENT OF PERSONNEL USE ONLY

<input type="checkbox"/> Request Approved	<input type="checkbox"/> Record Purposes Only	Approved by: -----
<input type="checkbox"/> Request Denied	<input type="checkbox"/> Reannouncement	
<input type="checkbox"/> Extended filing date	<input type="checkbox"/> No Longer Needed	Date: -----